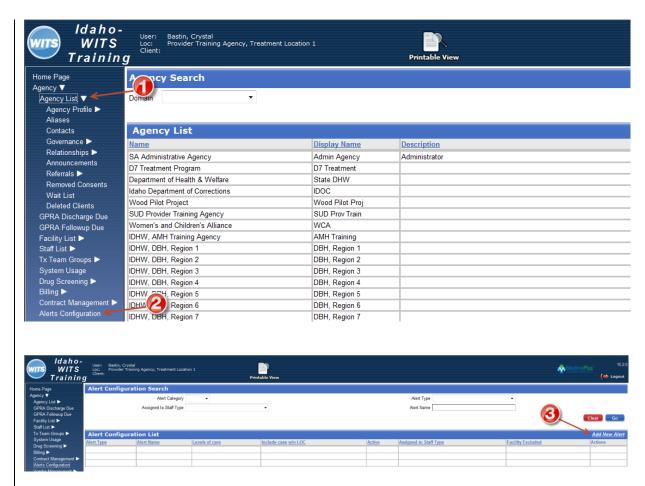
## **Creating a Fee Determination Due Alert**

This alert indicates the active clients where a periodic fee determination is due.

- 1. Getting here: Login, on the Navigation Pane (left menu) select <u>Agency</u> to activate the Agency List menu.
- 2. Select Alerts Configuration.
- 3. Select Add New Alert.



- 4. Enter Alert Name.
  5. Select Periodic Fee Determination Due as the Alert type.
  6. Enter the message in What message should appear to users?
  7. Complete these fields.
- **8.** Select any <u>Facilities</u> this alert *will not* apply to. Use the greater than sign (>) to move them to the box on the right.
- **9.** Enter the <u>Number of Days</u> you want this alert to show.
- 10. Enter the Effective Date.
- 11. Select Finish.

